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ABSTRACT

The Polk County School Board Single Parent/Homemaker Program was a multiagency effort designed to meet the psychological and educational needs of single parents and displaced homemakers who lack marketable skills. The program offered immediate support to clients who were in need of information and referrals; workshop sessions on personal development, career guidance, stress management, and employability skills; educational opportunities; and job development and job placement assistance. These services were provided to 103 individuals within the framework of a service delivery system that was made possible by combining resources from the Polk County School Board, the Polk Community College, the Heartland Private Industry Council, and the HRS WIN program. (Appendixes to the 11-page report include a project organizational chart, an outline of the project's New Beginnings workshop, a client flowchart, a vocational profile, a service log, a newsletter, a list of advisory committee members, the advisory committee's outreach letter, program publicity materials, and the project budget summary.) (MN)

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ED285045

Final Report

Project No. DVE 73405

From June 30, 1986 to July 1, 1987

Polk County School Board
Single Parent/Homemaker Program

New Beginnings
1833 N. Crystal Lake Drive
Lakeland, FL 33801

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Earl K. Stokes, Supervisor
Adult and Community Education

Prepared by: D. A. Williams

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ABSTRACT

Title of Project: Polk County School Board Single Parent/Homemaker Program

Contact Person: Earl K. Stokes, Supervisor, Adult and Community Education

Project Site: New Beginnings
1833 North Crystal Lake Drive
Lakeland, FL 33801

Expenditures: $39,420.00

Project Period: July 1, 1986 to June 30, 1987 (Planned)
August 18, 1986 to June 30, 1987 (Actual)

Project Number: DVE 73405

This project was a multi-agency effort designed to meet the psychological and educational needs of single parents and displaced homemakers confronted with the economic pressures of being heads of households without marketable skills. Services included (1) immediate support to clients in need of information and referrals, (2) workshop sessions on personal development, career guidance, stress management, and employability skills, (4) educational opportunities, and (5) job development and placement assistance.

A broader more effective service delivery system was made available to 103 program participants by combining target population resources from the Polk County School Board, the Polk Community College, the Heartland Private Industry Council, and the HRS WIN Program. By coordinating agency services under one roof the quality and quantity of program offerings to applicants was greatly improved and more consistently utilized.

Every effort was exerted to promote linkages with existing local educational and service agencies in order to build the community spirit and local support needed to institutionalize the goals of this 2A-6 Single Parent/Homemaker project.

INTRODUCTION

Funding provided through the Carl D. Perkins Education Act of 1984 allowed the Vocational/Adult Division of the Polk County School Board to plan and implement vocational services and activities to meet the special needs of single parents and homemakers who were seeking to develop marketable skills that would permit their easy access into the local labor force. Particular emphasis was placed on promoting vocational training that led to higher paying jobs regardless of the degree of sex segregation within the occupational area.

Many of the needs of the younger members of this target group had gone unmet over the years. A displaced homemaker program had operated in Polk County since the early 1980's for the 35 through 64 age group, but until the 2A-6 vocational education funds became available, little attention was given to the under 35 mothers even though a needs assessment done in 1979-80 by Santa Fe Community College indicated that 19% of the identified displaced homemakers were in the 16-34 age group. More recent statistics (1984) showed that in Polk County alone, there were 1,385 live births to unwed mothers between the ages of 16 and 34. Twenty-nine percent of the total births were to mothers under the age of 19. The educational and psychological needs of these young inexperienced people must also be met in order for them to become productive, self-supporting citizens.

To insure that this project did not duplicate existing services, formal linkages were formed with other agencies serving the same target group. Polk Community College merged its HRS displaced homemaker dollars with the Polk County School Board's 2A-6 and 2A-7 dollars to establish a free standing center called "New Beginnings" for all persons experiencing a demoralizing change in their marital or employment status. New Beginnings, as an independent entity, then negotiated with the HRS WIN staff to provide HRS "Job Club" services to selected groups of AFDC mothers.

Further coordination was achieved by the Polk County School Board contracting with the Heartland Private Industry Council to provide free clerical training through a clerical update class to interested single parents and displaced homemakers who enrolled in the New Beginnings program. Funds generated from the performance-based contract were earmarked for classroom training expenses and New Beginnings program expenses.

The Heartland Private Industry Council provided a variety of other employment and training opportunities to New Beginnings clients, in addition to paying for child care for those actually enrolled in classroom training.

Thanks to the commitment and cooperation of local agencies involved in serving single parents and displaced homemakers, limited financial resources were effectively combined to:

1. Establish a free-standing educational and psychological support center for the targeted population.

2. Provide information and/or referrals to over 1800 persons seeking assistance.

3. Enroll a total of 103* clients in the New Beginnings program with 92% of that number participating in Personal Development/ Employability Skills Workshops and 36% entering classroom training.

4. Administer the General Aptitude Test Battery to 90% of all program participants and provide subsequent vocational counseling based on individual aptitudes rather than traditional gender bias or stereotypes.

5. Spend 1292 hours in community outreach to increase awareness of and referrals to the New Beginnings program.

6. Organize an advisory committee with a broad representation of individuals with special interest in the educational and career development needs of special populations.

The quality and quantity of service generated by this project would never have attained the level of success that was experienced had it not been for the cooperative efforts of the involved agencies and their respective staff.

*All 103 clients were also served under the 2A-7 grant. Seventy of the 103 were served and reported under the HRS Displaced Homemaker Program.

METHODOLOGY

Coordination of Resources

In June of 1986 the two agencies in Polk County that planned to serve clients having the characteristics of single parents and/or displaced homemakers decided they could better serve the community and meet their own program goals by joining forces both physically and financially.

By combining the services of the Polk County School Board's Single Parent/Homemaker Program (2A-6) and their Sex Equity Program (2A-7) with Polk Community College's HRS Displaced Homemaker Program, there were sufficient resources to open a free-standing service center in Lakeland staffed by professionals from each institution (see Appendix A). This move was made to improve the quality and quantity of project activities by increasing personnel, classroom materials, institutional resources and outreach efforts.

Further coordination was actively pursued by the Polk County School Board in negotiating a performance-based classroom training contract with the Heartland Private Industry Council to serve single parents and displaced homemakers needing to update their long unused clerical skills. Monies generated from this contract were to be used to pay for all classroom expenses, and to provide an additional source of revenue for the Lakeland center. Classes were held at the adult school in Auburndale as a continuation of services started earlier for this target group with vocational education dollars.

The Lakeland center itself - named "New Beginnings" - formed its own informal linkages with the Job Service of Florida and the HRS WIN program. Job Service provided staff for monthly Job Club activities that were co-sponsored by the Polk Community College and New Beginnings. The local WIN program referred their clients to the New Beginnings workshops as an option to the WIN Job Club requirements. WIN provided transportation allowances and child care for those enrolled.

Cross referrals were regular occurrences with other agencies such as Spouse Abuse, Planned Parenthood, Heartland Private Industry Council, Vocational Rehabilitation, Tri-County Alcoholism Rehabilitative Services, Catholic Social Services and the Winter Haven Women's Center.

Service Delivery

New Beginnings' primary functions revolved around free monthly workshops that totaled 60 classroom hours the first two weeks of every month (see Appendix B). However, individual counseling, information and referrals, job search assistance and volunteer activities were also a regular part of the program offerings.

Eligibility screening and intake were performed at the project site by the secretary-receptionist. Intake forms were completed after eligibility was determined. The applicant was then referred for additional counseling and/or enrolled in an upcoming workshop. An informal needs assessment was accomplished during the intake process. If an applicant was not eligible for program services and/or needed immediate assistance of some kind, the applicant was referred to an appropriate service provider (See Appendix C).

Workshop material was divided into two distinct phases to accommodate the objectives of the HRS Displaced Homemaker Grant. Phase I consisted of approximately 48 hours of personal development materials that included lessons in self-image, self-esteem, stress management, time management, financial management, communication skills and women's health issues.

Phase II consisted of vocational counseling provided by the 2A-7 staff based on results of the General Aptitude Test Battery (GATB), interest surveys and educational background (See Appendix D-D[10]). Employability skills and job search techniques were also taught during this 12 hour segment.

Responsibility for classroom teaching fell on all members of the staff except the secretary/receptionist. Personnel from other community agencies who had expertise in the subject areas were also used on a regular basis to strengthen program content and promote community services. As a need was identified, classes were held at different locations both during the day and at night. Night classes were shortened sessions usually running one night a week for six weeks plus one full weekend.

The third Monday of each month was set aside for Job Club which was attended by all program participants seeking immediate job placement. These clients received individual assistance with job applications, resumes, interview preparation, referrals to Job Service of Florida, and direct referrals to employees. Other participants interested in classroom training were scheduled for further counseling and on site visits to the public educational centers. Once clients were certain they wanted classroom training, they were referred to Heartland Private Industry Council for assistance with tuition, books, supplies, and child care if needed.

Follow-up of all clients was an ongoing activity, but was always conducted at the end of 30 days and/or on the projected completion date of training. A participant log (see Appendix E) was used to track the progress of each client and to record the services that were received. Client files were not closed until the client was either employed or was no longer in need of program support.

Newsletter

All participants continued to be informed of program activities through the New Beginnings Newsletter which was published quarterly (see Appendix F^1 and F^2). Each publication was distributed to approximately 300 area professionals and former clients as a woman's information sheet and an outreach tool.

Volunteer Corps

A volunteer corps was started late in the grant year to provide peer support, to promote community awareness, to help staff the office, and to raise funds for a foundation established through the Polk Community College to benefit the New Beginnings program. Effective use of a strong volunteer unit and financial agreements with the Heartland Private Industry Council are seen as two major avenues leading toward the institutionalization of the 2A-6 activities and services.

Advisory Committee

The New Beginnings Advisory Committee (see Appendix G) was formed to serve the HRS Displaced Homemaker Program and the Vocational Education Single Parent/Homemaker and Sex Equity Programs. Members were selected and combined from previously separate committees. Initially the

Committee elected to meet quarterly; but due to such a large number of "start-up" issues needing to be resolved, the Committee decided bi-monthly meetings would be necessary. Membership on the Committee was aimed toward community leaders actively interested in and working with the target population.

Besides dealing with programmatic issues, the Advisory Committee members acted as public relations emissaries for the New Beginnings Program (see Appendix H).

Cost Sharing

Program costs were divided between the Polk Community College and the Polk County School Board along lines that were most agreeable to the agencies and most in line with the goals of each funding source. The Community College, through the HRS Displaced Homemaker Grant ($51,750), paid for the rent of the New Beginnings office space, ½ of the telephone costs, one full-time and two part-time staff persons, plus other miscellaneous expenses. The Polk County School Board, through its 2A-6 and 2A-7 budgets ($43,907, $13,900), agreed to pay for ½ the telephone costs, all the printing costs (which included brochures, posters, business cards, bumper stickers, notepads, etc. - see Appendix I - I^4), all the classroom and office supplies, plus one full-time and two part-time staff persons. With additional equipment money from 2A-6 ($2250), the School Board also provided a portable VCR monitor and player, a 19" color T.V. for video tape viewing, a Dukane film strip projector, a Kodak slide projector, and an overhead projector and screen.

The School Board also provided (through other than 2A-6 and 2A-7 funds) one half-time Employability Skills instructor, a copy machine, and a TRS-80 computer. Both agencies contributed office furniture and equipment. Polk Community College donated classroom space, classroom chairs and tables, and a 16 mm movie projector. All the resources from the media centers of both institutions were available to the project upon request.

FINDINGS AND ANALYSES

Statistics for the HRS Displaced Homemaker Grant and for the 2A-6 Single Parent/Homemaker Grant never quite coincided due to the fact that each grant had slightly different definitions for its target population. HRS could serve only those over 35 years of age, but the Single Parent/Homemaker Program could serve persons both under and over age 35. Therefore, statistics were broken down by (1) those under age 35, (2) those of any age with custody of minor children (single parents), and (3) those of any age who were separated, divorced, or widowed, and had no minor children (displaced homemaker). Future references to these groupings will reflect the above self-imposed definitions, which became necessary in order to account for unduplicated clients.

These breakdowns should cause no difficulty in interpreting the overall results of the program, but should make the information more meaningful.

According to the Carl Perkins definitions of Single Parents/Homemakers, the New Beginnings Program served a total of 103 clients over an eleven month period. This number was 21% over the plan for a twelve month period. Thirty-five (or 34%) of the 103 served were unduplicated clients - clients not counted in the HRS Displaced Homemaker reports (all 103 were counted under the 2A-7 grant). In other words, only 34% of the Single Parents/Homemakers enrolling in the New Beginnings Program were under 35 years of age. The reasons for this low participation rate was better understood through a review of 73 application forms completed by "no show" clients under the age of 35. The desperate and immediate financial needs of these younger applicants were viewed as insurmountable barriers to attending a two-week self-improvement program. These people wanted instant jobs and could not believe that without solving other issues a job would only reduce symptoms, not cure the disorder.

Sixty-seven of the 103 persons served could actually be classified as single parents even though many were over age 35 and counted by the HRS program as displaced homemakers. Just 36 participants were homemakers without custody of minor children.

Eighteen minorities (17%) participated in the program, but no males were enrolled. Males were recruited at singles' support groups but they either did not have custody of children or were satisfied with their current employment status. The men who did inquire about New Beginnings' services were usually seeking career changes or social contacts. They were served under the 2A-7 program or referred to other agencies.

Thirty-eight participants (37%) enrolled in some type of classroom training. Six entered A.B.E. or G.E.D. programs and 32 enrolled in skills training. Of the 32 enrolled in skills training, 21 entered vocational programs within the Polk County School System, 5 went to Polk Community College and 6 went to private schools funded by the Heartland Private Industry Council. Twenty-seven of the 32 enrollees had completed their training by the end of the program year.

Sixteen (76%) of the 21 persons entering skills training through the Polk County School System completed their programs. Three dropped out, and two had just enrolled at the end of the program year. Sixteen out of 21 skills training participants were able and available for work during the course of the project, and nine of the sixteen (56%) had been placed in training related positions at the time of this writing.

Despite extensive vocational counseling by the 2A-7 Sex Equity specialist, 81% of those entering skills training enrolled in clerical classes. This is an occupational area identified by the Heartland Private Industry Council as most in demand and one in which the council

was most willing to sponsor training. In addition, clients usually saw this as the quickest route into the labor force since they often had previous training or experience in the clerical field. Only one client entered a non-traditional program, completed the training and went to work as an electrician starting at $4.75 an hour.

One hundred percent of those clients who sought employment after completing both a Polk County School Board skills training class and the New Beginnings program were placed in training related jobs. Only 28% of those who completed skills training but did not attend the New Beginnings program were placed at the time of this report. Thus indicating that enrollment in New Beginnings was an important step toward independence and self-sufficiency.

A needs survey conducted at the time of intake revealed that the majority of persons entering the New Beginnings program ranked the need for a job as their number one priority. This is in contrast to a survey last year which was taken at a training site and placed vocational training at the top of the list of needs. Health service was the second ranked need for all age groups, while legal services and social services were ranked third by a majority of the under age 35 clients. Transportation needs and child care needs were not included in the survey as these were two needs already identified and documented as major barriers to employment and training by the Heartland Private Industry Council and other local agencies.

With adequate quarters and competent staff, no applicant seeking services had to be denied assistance. Therefore, there was never a question that individuals with the greatest need were always served. All AFDC mothers referred by the WIN program were accommodated and one New Beginnings workshop was held in the community center of a predominately economically depressed neighborhood for the convenience of that population.

Since Heartland Private Industry Council sponsored all but two of the New Beginnings' skills training enrollees, work-study and apprenticeship programs were usually not an option. The Heartland Council only approved short-term classes and they were not conducive to work-study. Only one vocational education student in nursery operations was able to meet all the required competencies quickly enough to be able to participate in a work-study plan.

Qualitative benefits of the New Beginnings program were difficult to document, but final evaluation forms completed by all the workshop clients reflected mostly excellent and above average ratings for each program component. The higher placement rate for skills training completers going through the New Beginnings workshop, as opposed to those who did not, indicated that something significant was taking place during the workshops and the individual counseling sessions. The

administration of the General Aptitude Test Battery, along with career counseling, gained such a good reputation in the community that 36 additional clients were allowed, at their request, to attend the New Beginnings workshops in order to receive vocational guidance through the provisions of the 2A-7 grant.

If nothing else, the New Beginnings program provided a valuable information and referral center that clients with a variety of problems could turn to for the counseling and support they needed.

The budget breakdown of the 2A-6 dollars used for the New Beginnings program can be found in Appendix J. However, for an accurate picture of program costs, the monies from the HRS Displaced Homemaker Grant and the 2A-7 grant need to be included in any fiscal review. Monies generated from the Heartland Private Industry Council contract never directly benefited the New Beginnings program since the program enrollment was only half of what had been planned. The small amount recovered from meeting the designated performance standards was used to pay for the tuition, books, supplies, and classroom equipment for 14 New Beginnings participants enrolled at the Auburndale Adult School in what was called a Clerical Update Class.

The total dollars pooled and spent by the two primary agencies were as follows:

AGENCY	GRANT	BUDGET	EXPENDED
Polk County School Board	2A-6	$ 46,157	$39,420
Polk County School Board	2A-7	13,700	$ 8,974[1.]
Polk Community College	HRS/DH	51,750	50,800[2.]
TOTAL		$111,607	$99,194

1. Prorated for 103 single parent/homemakers out of a total of 157 sex equity clients.
2. Estimate - actual figures not available.

Counting only the 103 clients that fit the Carl Perkins' definitions of single parents and homemakers, the cost per participant under this joint venture came to $963.05. The cost per person completing training was $3,673.85. This last amount can be viewed as the cost of recruiting, counseling, enrolling, and retaining special needs clients in vocational education. Job placement figures would not be relevant for the 2A-6 grant since many clients in the HRS/DH program were placed directly into jobs and quite a few of the classroom training completers had just recently started their job search.

Start-up costs for new programs are always considerably higher than ongoing operational expenses; so it is expected that the current "costs per" will be greatly reduced over the next year as enrollments increase and costs decrease.

CONCLUSIONS AND RECOMMENDATIONS

Through the use of combined resources, more was accomplished during the past program year than ever was dreamed possible at the time the 1986-87 single parent/homemaker plan was submitted. Listed below are just a few of the major rewards that resulted from the coordination, cooperation, and collaboration of two highly respected educational institutions.

1. A free-standing community service center complete with offices, classroom facilities, and a library/lounge for research and relaxation.
2. A vocational counseling component that served anyone in the community seeking career guidance.
3. An advisory committee membership of outstanding local citizens.
4. An exemplary life management curriculum taught by experts in their fields.
5. A thoroughly flexible/mobile program that could be taken to the far reaches of the county as the need arose.
6. An interested staff dedicated to the success of each others' grants.
7. Excellent public relations with the local media.
8. A program credibility that promoted easy access to scholarships and supportive services sponsored by other local service clubs and organizations.
9. An active volunteer corps that worked to fill the special needs of the New Beginnings staff and clients.
10. The potential to provide even greater educational opportunities as the New Beginnings program identified and utilized additional existing resources.

It is not intended to imply these accomplishments could never have been achieved without programmatic linkages, but the fact remains that the quality and quantity of program performance could not have been reached by operating independently with less than $50,000.

Recommendations for the future include (1) allocating more money in the line item budget for tuition, books, supplies and child care and (2) sponsoring more short-term training courses to fit the needs of the local labor market and the client population.

Last year less than $1000 of the 2A-6 monies was spent on tuition, books and child care for New Beginnings clients. By using the Heartland Private Industry Council to fill these needs, a number of potential vocational education students were sent by the council staff to private schools funded by the council. Had funds been available through the 2A-6 project, the New Beginning clients could have been encouraged to enter non-traditional fields and given the option of attending regular classes at the Voc-tech centers.

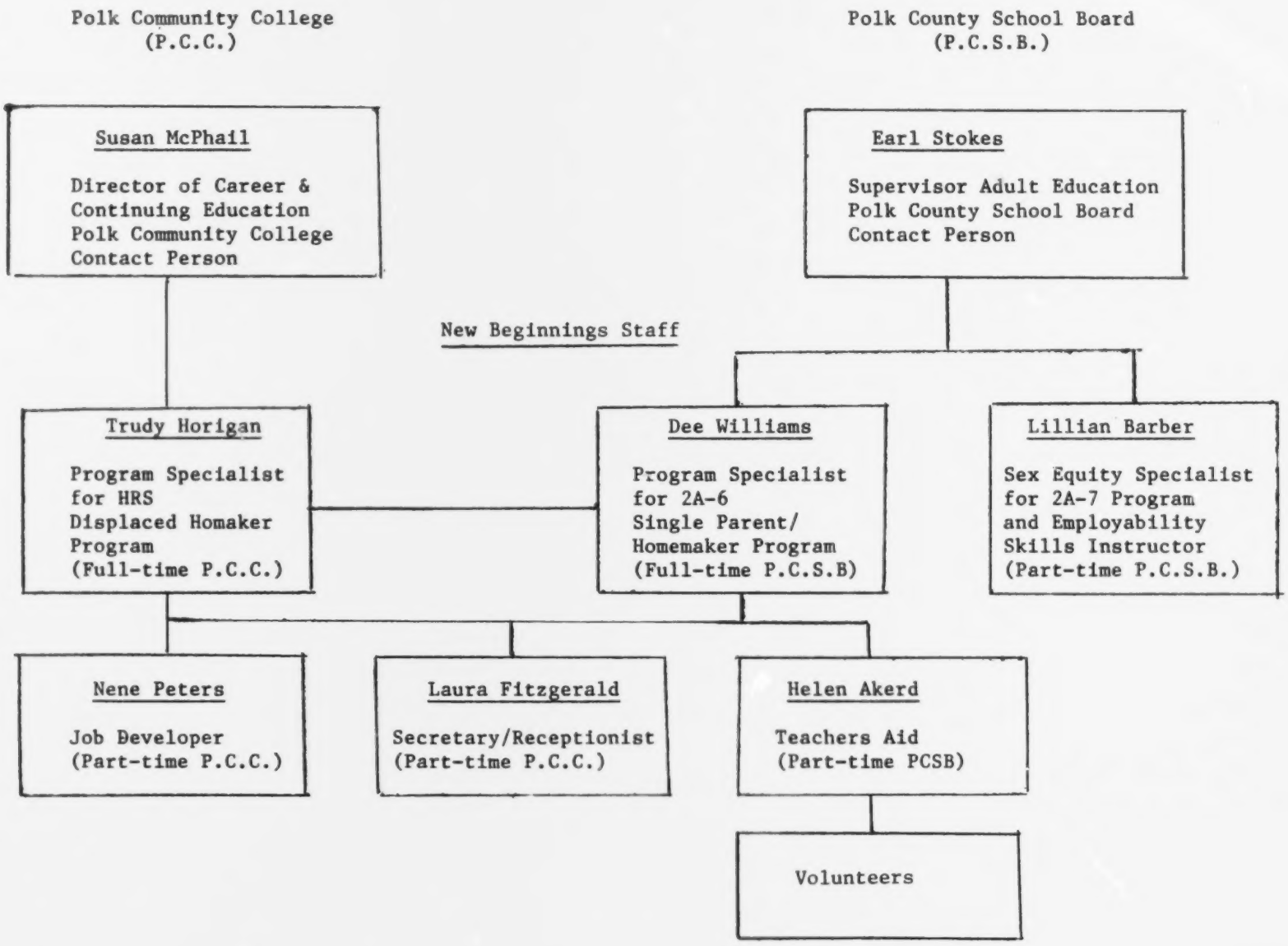
Since the Polk County School Board had an ongoing contract with the Tri-County Child Care program to provide child care for JTPA participants attending ABE or GED classes, it was a relatively simple procedure to assist an economically disadvantaged single parent with child care expenses. This was a student ready to drop out of business education classes because she could not afford child care for her last four weeks of schooling. If sufficient funds were made available for these services, more applicants just over income for services from other agencies, could be assisted under the 2A-6 grant.

A larger number of short-term technical programs needs to be offered by the public vocational schools in order to compete with classes being offered by private agencies courting JTPA dollars. The expertise in vocational education should emerge from within the public institutions and leadership in innovative programming should begin there. Financially strapped single parents and displaced homemakers cannot afford the luxury of remaining in school one or two years to learn a trade. 2A-6 dollars should be used to help identify and support short-term non-traditional programs.

The need to address these recommendations is so great that there can never be an excess of time or dollars spent toward their fulfillment.

APPENDICES

ORGANIZATIONAL CHART



WEEK ONE

NEW BEGINNINGS

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
	Orientation				GATB
					Interest & Aptitude
	Personal	BASIC HUMAN POTENTIAL SEMINAR			Inventory
	Assessments				
1:30		LUNCH AND PEER SUPPORT			
2:30					
	Stress and				Women's
	Time	BASIC HUMAN POTENTIAL SEMINAR			Health
	Management				Issues
3:00				VCR - "LEO"	

B R O W N B A G L U N C H

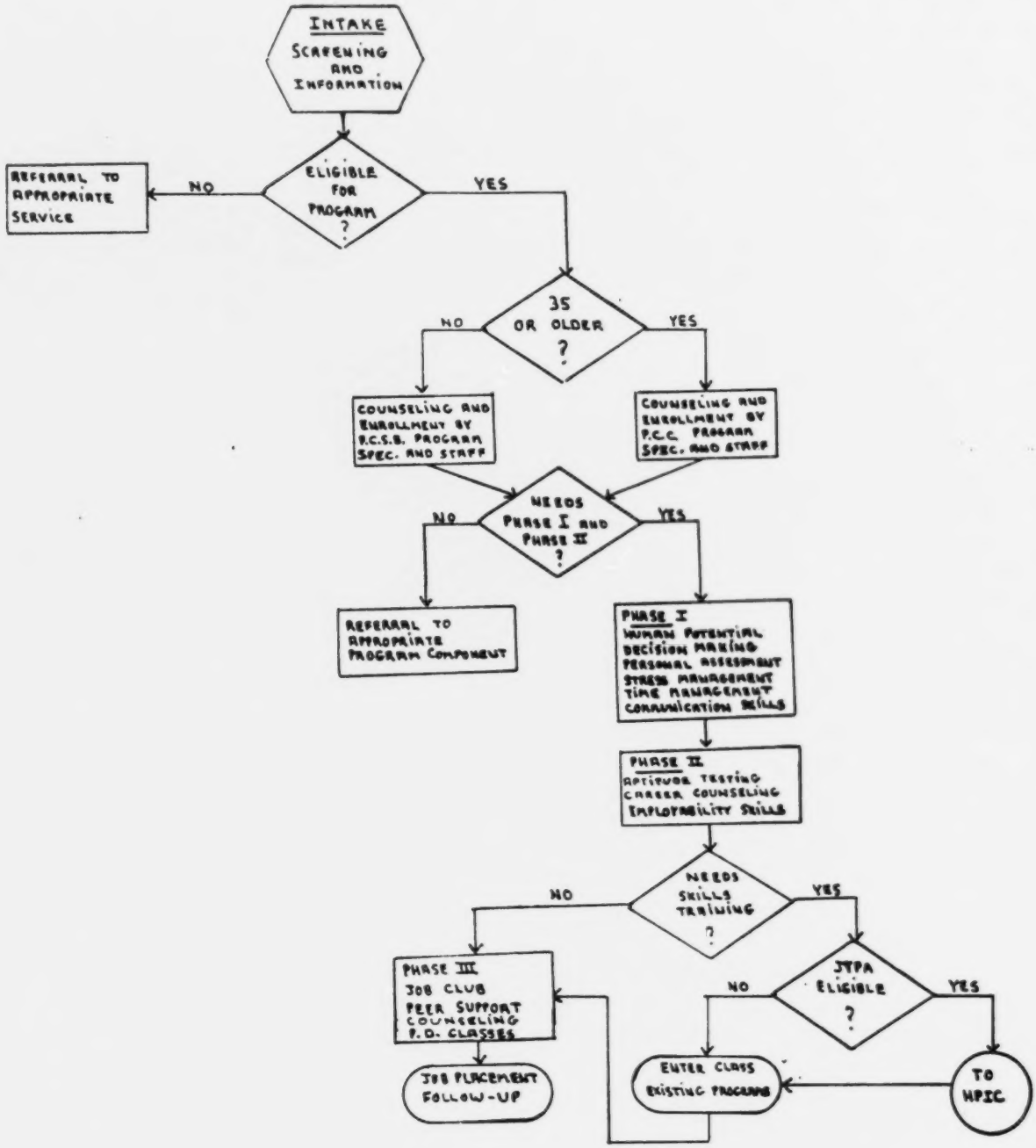
WEEK TWO

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
	Communication Skills	Financial Management	Interest Search Transferable Skills	Interview Techniques	GATB Feedback
					Decision Making
				VCR	
11:30		LUNCH AND PEER SUPPORT			
12:30					
	Financial Management	Communication Skills	Applications Cover Ltrs. Resume	How to Present Yourself.	Program Evaluation Certificates
			Workshop	VCR	VCR - "LEO"
3:00		Film			

WEEK THREE - JOB CLUB MONDAY 10 am to 1 pm
Appointments - Personal and Job Counseling - Field Trips - Referrals

NEW BEGINNINGS
CLIENT FLOW CHART

APPENDIX C



COUNSELING SUMMARY
of Occupational Interest and Antitudes

Name D. A. WILLIAMS
Date 6-7-87
Agency NEW BEGINNINGS

APPENDIX D

INDIVIDUAL HIGH INTEREST AREA	INTEREST CHECK LIST AND INTEREST FACTORS	INTEREST AREA PROFILE SCORE	STATISTICAL PERFORMANCE ON THE GATB THAT REFLECTS POTENTIAL FOR THE FOLLOWING OCCUPATIONAL APTITUDE PATTERNS (Circle)	SPECIFIC OCCUPATIONAL PATTERNS VERY HIGH MANUAL DEXTERITY. YOU SHOULD WORK ON YOUR G.E.D.
	1. ARTISTIC: Interest in creative expression of feelings or ideas. Pages 14-34*	53	1 2 3 4 5 6	
	2. SCIENTIFIC: Interest in discovering, collecting, and analyzing information. Pages 36-46*	52	7 8 9 10	
	3. PLANTS & ANIMALS: Interest in activities involving plants & animals. Pages 49-50*	53	11 12 13 14	
	4. PROTECTIVE: Interest in the use of authority to protect people & property. Pages 64-68*	44	15 16	
*	5. MECHANICAL: Interest in applying mechanical principles to practical situations or techniques. Pages 70-127*	60	17 18 19 20 21 22 (23) 24 (25) (26) (27) (28) (29)	OVER 75 PERCENTILE STRONG APTITUDE ; HIGHEST INTEREST
	6. INDUSTRIAL: Interest in repetitive, concrete, organizaed activities. Pages 136-180*	46	30 31 32 33 34	
	7. BUSINESS DETAIL: Interest in organizaed, clearly defined activities that require accuracy & attention to detail. Pages 227-247*	47	35 36 37 38 39 40 41	
	8. SELLING: Interest in bringing others to a point of view by personal persuasion. Pages 249-258*	46	42 43 44	
	9. ACCOMMODATING: Interest in catering to the wishes & needs of others. Pages 260-271*	45	45 46 47 48	
	10. HUMANITARIAN: Interest in helping people with their mental, spiritual, physical, social or vocational needs. Pages 274-281*	57	49 50 51	
	11. LEADING-INFLUENCING: Interest in leading & influencing others through activities involving high-level verbal or numerical abilities. Pages 283-314*	43	52 53 54 55 56 57 58 59 60 61 62 63 64 65 66	
	12. PHYSICAL PERFORMING: Interest in physical activities performed before an audience. Pages 316-321*	45		

*Pages in Guide for Occupational Exploration.

INTEREST SCORES:

99-66	Very High	42-35	Low
65-58	High	34-0	Very Low
57-43	Average		

A percentile of 75 or above indicates that the interest area should be explored even if the standard score does not reach "High".

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Mechanical

05

An interest in applying mechanical principles to practical situations using machines, hand tools, or techniques. You can satisfy this interest in a variety of jobs ranging from routine to complex professional positions. You may enjoy working with ideas about things (objects). You could seek a job in engineering or in a related technical field. You may prefer to deal directly with things. You could find a job in the crafts or trades, building, making or repairing objects. You may like to drive or to operate vehicles and special equipment. You may prefer routine or physical work in settings other than factories. Perhaps work in mining or construction would appeal to you.

Mechanical

05.01 Engineering

05.02 Managerial Work: Mechanical

05.03 Engineering Technology

05.04 Air and Water Vehicle Operation

05.05 Craft Technology

05.06 Systems Operation

05.07 Quality Control

05.08 Land and Water Vehicle Operation

05.09 Materials Control

05.10 Crafts

05.11 Equipment Operation

05.12 Elemental Work: Mechanical

05.10 Crafts

Workers in this group use hands and handtools skillfully to fabricate, process, install, and/or repair materials, products, and/or structural parts. They follow established procedures and techniques. The jobs are not found in factories, but are in repair shops, garages, wholesale and retail stores, and hotels. Some are found on construction projects, and others with utilities, such as telephone and power systems

What kind of work would you do?

Your work activities would depend upon your specific job. For example, you might

- —take apart household appliances to replace defective parts.
- —repair and adjust gas or electric appliances in homes.
- —install venetian blinds in commercial establishments.
- —repair and adjust radios and television sets.

- —plan, set, and shoot explosive charges in mining or oil well drilling.
- —operate equipment to regulate volume and quality of sound recordings in a motion picture studio.
- —repair, adjust, or replace parts in office machines.
- —prepare and cook soups, meats, vegetables, desserts, and other foods in a restaurant.
- —install mufflers on automobiles and trucks.
- —install air conditioning units in homes.

What skills and abilities do you need for this kind of work?

To do this kind of work, you must be able to:

- —understand and use blueprints, sketches, drawings, and other kinds of specifications.
- —use hands, arms, and fingers.
- —work to precise measurements.
- —visualize how finished product will look, or how a system operates.
- —use arithmetic to measure, compute amount of materials to use, and to inspect product to be sure it conforms to requirements.
- —lift and move materials and products.
- —climb and balance self.
- —work outdoors in all kinds of weather.
- —stay calm in face of emergency or danger.

How do you know if you would like or could learn to do this kind of work?

The following questions may give you clues about yourself as you consider this group of jobs.

- —Have you repaired things that were broken? Can you locate and fix the defective parts?
- —Have you cooked or baked? Can you measure and mix ingredients according to recipes?
- —Have you repaired or installed parts on an automobile? Can you work skillfully with handtools?
- —Have you taken courses in industrial arts or electronics? Can you understand repair instructions and schematic diagrams?
- —Have you had military experience involving repair of mechanical or electrical equipment?

How can you prepare for and enter this kind of work?

Occupations in this group usually require education and/or training extending from three months to over four

years, depending upon the specific kind of work. The education and training required for jobs involving equipment repair varies according to the type of equipment. Some jobs only require on-the-job training. However, repairers of electronic equipment and business machines must have special training and experience. High schools and vocational schools offer courses in electricity, electronics, mathematics, or blueprint reading.

A few companies provide extensive training to prepare workers for some repair jobs. Correspondence courses in such fields as electricity and electronics are often helpful. Apprenticeships are available.

Many cooks begin as kitchen helpers to get the needed experience and on-the-job training. High school or post-high school training in food preparation is helpful. Training programs are also offered by the armed services, private schools, and some large hotels and restaurants. Apprenticeships are available. It takes several years of training and experience to become a head cook or chef in a large restaurant.

What else should you consider about these jobs?

Working conditions for equipment repairers varies according to the type of equipment. Some jobs require repairs and adjustments to be made in the customer's office or home. Others require that repairs be made in a repair shop setting. Sometimes workers must work in narrow spaces and in uncomfortable positions. Dirt, dust, and grease sometimes create unpleasant conditions.

Working conditions for cooks depend upon the size of the establishment. Many kitchens are well-lighted, well-equipped, and properly ventilated. However, heavy lifting, oven and range heat, and long hours of standing and walking are common to these jobs.

If you think you would like to do this kind of work, look at the job titles listed on the following pages. Select those that interest you, and read their definitions in the Dictionary of Occupational Titles.

Crafts

05.10.01 Structural

Sprinkler-Irrigation-Equipment Mechanic (agric. equip.) 624.361-014

Riveter (aircraft-aerospace mfg.; loco. & car bldg. & rep.) 800.684-010

Cabin-Equipment Supervisor (air trans.) 869.131-010

Acrobatic Rigger (amuse. & rec.) 962.684-010
Grip (amuse. & rec.; radio & tv broad.) 962.684-014
High Rigger (amuse. & rec.; radio & tv broad.) 962.664-010

Casting Repairer (any ind.) 619.281-010
Diver (any ind.) 899.261-010
Environmental-Control-System Installer-Servicer Helper (any ind.) 637.664-010
Fixture Repairer-Fabricator (any ind.) 630.384-010
Luggage Repairer (any ind.) 365.361-010
Maintenance Repairer, Building (any ind.) 899.381-010
Pump Installer (any ind.) 630.684-018
Riveter, Pneumatic (any ind.) 800.684-014
Scuba Diver (any ind.) 379.384-010
Smoking-Pipe Repairer (any ind.) 739.484-018
Supervisor, Metal Fabricating (any ind.) 809.130-014
Template Maker, Track (any ind.) 809.484-014
Torch-Straightener-and Heater (any ind.) 709.684-086
Umbrella Repairer (any ind.) 369.684-018

Service Mechanic (auto. mfg.) 807.381-022

Front-End Mechanic (auto. ser.) 620.281-038
Glass Installer (auto. ser.) 865.684-010
Muffler Installer (auto. ser.) 807.664-010
Wheelwright (auto. ser.) 706.381-046

Last Remodeler-Repairer (boot & shoe; lasts & rel. forms) 739.684-106

Kiln-Door Builder (brick & tile) 573.684-010

Chimney Repairer (bus. ser.) 899.364-010
Supervisor, Water Softener Service (bus. ser.) 862.134-014
Towel-Cabinet Repairer (bus. ser.) 709.364-014
Water-Softener Servicer-and-Installer (bus. ser.) 862.684-034

Awning-Frame Maker (canvas goods) 809.484-010
Awning Hanger (canvas goods; const.; ret. tr.) 869.484-010

Oven-Equipment Repairer (coke prod.) 630.261-014
Patcher (coke prod.) 861.684-014

Concrete Rubber (conc. prod.) 844.684-010

Aluminum-Pool Installer (const.) 809.664-010
Building-Insulation Supervisor (const.) 863.134-010
Circular Saw Operator (const.) 869.682-010
Construction Worker (const.) I 869.664-014
Cork Insulator, Refrigeration Plant (const.) 863.381-010
Dry-Wall Applicator (const.; mfd. bldgs.) 842.681-010
Fence Erector (const.) 869.684-022
Fence-Erector Supervisor (const.) 869.134-010
Floor Layer (const.; ret. tr.) 864.481-010
Floor-Layer Apprentice (const.; ret. tr.) 864.481-014
Glazier (const.) 865.381-010
Glazier Apprentice (const.) 865.381-014
Glazier Supervisor (const.) 865.131-010
House Mover (const.) 869.261-010
House-Mover Supervisor (const.) 869.131-022
Insulation-Worker Apprentice (const.) 863.364-010
Laboratory-Equipment Installer (const.) 869.381-014
Lather (const.) 842.361-010
Lather Apprentice (const.) 842.361-014
Lawn-Sprinkler Installer (const.) 869.684-030
Pipe Installer (const.; light, heat, & power) 869.381-018
Roofer (const.) 866.381-010
Roofer Apprentice (const.) 866.381-014
Roofing Supervisor (const.) 866.131-010
Sider (const.; ret. tr.; mfd. bldgs.) 863.684-014
Steel-Pan-Form-Placing Supervisor (const.) 869.131-026
Supervisor, Acoustical Tile Carpenters (const.) 860.131-010
Supervisor, Insulation (const.) 863.134-014
Supervisor, Lathing (const.) 842.131-014
Supervisor, Mixing Place (const.) 853.137-010
Supervisor, Taping (const.) 842.134-010
Taper (const.; mfd. bldgs.) 842.664-010
Tile-Conduit Layer (const.) 861.381-062
Tile Setter Apprentice (const.) 861.381-058
Tower Erector Helper (const.; light, heat, & power) 821.684-014

Cooper (cooperage) 764.684-022
Pipe-and-Tank Fabricator (cooperage) 669.380-018

Barrel Repairer (firearms) 736.684-022

Net Repairer (fish.) 449.564-010

Liner Reliner, Plastic Block (found.) 849.484-010

Adjuster (furn.) 709.684-010
Case Fitter (furn.) 763.684-026
Finish Patcher (furn.) 763.684-034
Repairer (furn.) 709.684-062

Clay-Structure Builder and Servicer (glass mfg.) 579.664-010

Survival-Equipment Repairer (gov. ser.) 739.381-054
Traffic-Maintenance Supervisor (gov. ser.) 869.137-010

Industrial-Gas Fitter (light, heat, & power) 862.381-014
Service Representative (light, heat, & power; waterworks) 959.574-010

Floor-Covering Layer (loco. & car bldg. & rep.) 622.381-026
Installer, Movable Bulkhead (loco. & car bldg. & rep.) 806.684-074

Fabricator, Industrial Furnace (mach. mfg.) 826.381-010

Glass-Lined Tank Repairer (malt liquors) 779.684-026

Carpenter (mfd. bldgs.) I 860.664-010
Field-Assembly Supervisor (mfd. bldgs.) 869.131-018

Repairer, Manufactured Buildings (mfd bldgs.; trans. equip.) 869.384-010
Sider (mfd. bldgs.) 860.684-014

Screen-and-Cyclone Repairer (mining & quarrying) 630.664-014
Shaft Mechanic (mining & quarrying) 899.684-034
Stopping Builder (mining & quarrying) 869.684-058

Frame Repairer (motor. & bicycles) 807.381-018
Frame Straightener (motor. & bicycles) 807.484-010

Supervisor, Ordnance Truck Installation (ordnance) 806.137-014

Anode Rebuilder (ore dress., smelt., & refin.) 630.684-010
Pot Liner (ore dress., smelt., & refin.) 519.664-014

Arch-Support Technician (per. protect. & med. dev.) 712.381-010

Roustabout (petrol. production) 869.684-046

Supervisor, Salvage (petrol. refin.) 929.131-010

Truss Assembler (plan. mill) 762.684-062

Awning Maker-and-Installer (ret. tr., window shade & fix.) 869.481-010
Boat Rigger (ret. tr., ship & boat bldg. & rep.) 806.464-010
Carpet Cutter (ret. tr.) 929.381-010
Carpet Layer (ret. tr.) 864.381-010
Carpet-Layer Helper (ret. tr.) 864.687-010
Drapery Hanger (ret. tr.) 869.484-014
Furniture Assembler-and-Installer (ret. tr.) 739.684-082
Optician, Dispensing (ret. tr.) II 299.474-010
Venetian-Blind Installer (ret. tr.; window shade & fix.) 869.484-018

Car Repairer, Pullman (r.r. trans.) 622.381-018
Grinding-Machine Operator, Portable (r.r. trans.) 910.684-010
Third-Rail Installer (r.r. trans.) 825.381-038

Mold Stamper and Repairer (rubber tire & tube) 709.381-026

Boat Outfitter (ship & boat bldg. & rep.) 806.484-014
Joiner Helper (ship & boat bldg. & rep.) 860.664-014
Pipe Coverer and Insulator (ship & boat bldg. & rep.) 863.381-014

Sign Erector (signs) II 869.684-054

Assembler, Billiard-Table (sports equip.) 732.384-010
Golf-Club Repairer (sports equip.) 732.381-022

Inspector-Repairer, Sandstone (stonework) 779.684-030
Sandblaster, Stone (stonework) 673.382-010
Sandblaster, Stone Apprentice (stonework) 673.382-014
Saw Setter (stonework) 701.684-022
Stone Repairer (stonework) 779.684-058

Shop Supervisor (struct. & ornam. metalwork) 619.131-014

Custom Ski Maker (tex. prod., n.e.c.) 732.281-010

Card Clothier (textile) 628.381-010
Overhead Cleaner Maintainer (textile) 628.684-022

Canal-Equipment Mechanic (waterworks) 899.281-010
Water-Meter Installer (waterworks) 954.564-010

Thermal Cutter, Hand (welding) I 816.464-010
Welder, Tack (welding) 810.684-010
Welding-Machine Operator, Thermit (welding) 815.682-014

Jig Builder (wood. box) 761.381-014

Repairer, Assembled Wood Products (woodworking) 769.684-038

05.10.02 Mechanical

Farm-Equipment Mechanic (agric. equip.) II 624.381-014

Aircraft Mechanic, Plumbing and Hydraulics (aircraft-aerospace mfg.) 862.381-010
Airframe-and-Power-Plant-Mechanic Helper (aircraft-aerospace mfg.; air trans.) 621.684-010
Mechanic, Aircraft Accessories (aircraft-aerospace mfg.) 621.381-014
Pneumatic Tester and Mechanic (aircraft-aerospace mfg.) 621.381-022
Wind-Tunnel Mechanic (aircraft-aerospace mfg.) 827.381-014

Ride Operator (amuse. & rec.) 342.663-010
Supervisor, Rides (amuse. & rec.) 342.137-010

Bicycle Repairer (any ind.) 639.681-010
Conveyor-Maintenance Mechanic (any ind.) 630.381-010
Door-Closer Mechanic (any ind.) 630.381-014
Gas-Appliance Servicer (any ind.) 637.261-018
Lubrication-Equipment Servicer (any ind.) 630.381-022
Meter Repairer (any ind.) 710.281-034
Pneumatic-Tube Repairer (any ind.) 630.281-014
Pump-Servicer Supervisor (any ind.) 630.131-010
Rubberizing Mechanic (any ind.) 630.281-030
Sewing-Machine Repairer (any ind.) 639.281-018
Spray-Gun Repairer (any ind.) 630.381-026

Automobile-Accessories Installer (auto. ser.) 806.684-038
Automobile-Radiator Mechanic (auto. ser.) 620.381-010
Automobile-Service-Station Attendant (auto. ser.) 915.467-010
Brake Repairer (auto. ser.) 620.281-026
Carburetor Mechanic (auto. ser.) 620.281-034
Clutch Rebuilder (auto. ser.) 620.684-022
New-Car Get-Ready Mechanic (auto. ser.; ret. tr.) 806.361-026
Service Manager (auto. ser.) 185.167-058
Transmission Mechanic (auto. ser.) 620.281-062
Vehicle-Fuel-Systems Converter (auto. ser.) 620.281-070

Manager, Customer Services (bus. ser.; ret. tr.) 187.167-082

Repairer (chem.) I 630.261-018
Repairer (chem.) II 630.684-026

Coin-Machine-Service Repairer (coin mach.) 639.281-014

Valve Repairer (comp. & liquefied gases) 630.381-030

Maintenance Mechanic Helper (const., petrol. production; pipe lines) 620.664-014

Repairer, Handtools (cut. & tools) 701.381-010

Artillery-Maintenance Supervisor (firearms) 632.131-010

Ordnance Artificer (gov. ser.) 632.261-018
Parking-Meter Servicer (gov. ser.) 710.384-026

Thermostat Repairer (inst. & app.) 710.381-050

Precipitator Supervisor (iron & steel; ore dress., smelt., & refin.) 511.132-010

Laundry-Machine Mechanic (laund.) 629.261-010

Gas-Meter Installer (light, heat, & power) 953.364-010
Gas-Meter Mechanic (light, heat, & power) I 710.381-022
Gas-Meter Mechanic (light, heat, & power) II 710.684-026
Gas-Regulator-Repairer Helper (light, heat, & power; petrol. refin.; pipe lines) 710.384-010
Helper, Liquefaction-and-Regasification (light, heat, & power) 953.584-010
Hydroelectric-Machinery Mechanic (light, heat, & power) 631.261-010
Hydroelectric-Machinery-Mechanic Helper (light, heat, & power) 631.364-010
Industrial-Gas-Servicer Helper (light, heat, & power) 637.384-010
Instrument-Technician Helper (light, heat, & power) 710.684-030
Service Supervisor (light, heat, & power) I 953.137-018
Superintendent, Meters (light, heat, & power) 184.167-194
Supervisor, Gas Meter Repair (light, heat, & power) 710.131-010
Supervisor, Meter-and-Regulator Shop (light, heat, & power; petrol. refin.) 710.137-014
Utilities Service Investigator (light, heat, & power) 821.364-010

Air-Compressor Mechanic (loco. & car bldg. & rep.) 622.684-010
Air-Valve Repairer (loco. & car bldg. & rep.) 622.381-010
Motorcycle Subassembly Repairer (motor. & bicycles) 620.684-026
Anode-Crew Supervisor (ore dress., smelt., & refin.) 630.134-010
Repairer (ore dress., smelt., & refin.) 630.281-026

Knife Setter, Grinder Machine (paper & pulp) 564.684-010
Machine-Clothing Replacer (paper & pulp) 629.361-010

Salvager (petrol. refin.) 709.684-070
Tank-Car Inspector (petrol. refin.) 910.384-010

Refrigeration Unit Repairer (refrigerat. equip.) 637.381-014

Register Repairer (r.r. trans.) 710.681-018
Switch Repairer (r.r. trans.) 622.684-018

Reed Repairer (textile) 628.484-010

Gear Repairer (water trans.) 623.381-010

Supervisor, Gear Repair (water trans.) 623.131-014

Supervisor, Meter Shop (waterworks) 710.131-030
Water Regulator and Valve Repairer (waterworks) 862.684-030

Repairer, Welding Equipment (welding) 626.381-022

Dental-Equipment Installer and Servicer (whole. tr.) 829.261-014

05.10.03 Electrical-Electronic

Cable Assembler, Mock-Up (aircraft-aerospace mfg.) 806.381-042
Electrical Repairer (aircraft-aerospace mfg.) 825.281-010

Electric-Golf-Cart Repairer (amuse. & rec.; auto. ser.) 620.261-026
Sight-Effects Specialist (amuse. & rec.) 962.267-010
Sound Controller (amuse. & rec.) 194.262-014

Battery Repairer (any ind.) 727.381-014
Electrical-Appliance Repairer (any ind.) 723.381-010
Electrical-Appliance-Servicer Apprentice (any ind.) 827.261-014
Electrical-Appliance-Servicer Supervisor (any ind.) 827.131-010
Electric-Tool Repairer (any ind.) 729.281-022
Radio Repairer (any ind.) 720.281-010
Tape-Recorder Repairer (any ind.) 720.281-014
Television-and-Radio Repairer (any ind.) 720.281-018
Television-Cable Installer (any ind.) 821.281-010
Television Installer (any ind.) 823.361-010
Transformer Repairer (any ind.) 724.381-018
Vacuum Cleaner Repairer (any ind.) 723.381-014

Automatic-Window-Seat-and-Top-Lift Repairer (auto. ser.) 825.381-014

Tester, Electronic Scale (bal. & scales) 710.381-046

Protective-Signal-Installer Helper (bus. ser.) 822.664-010
Protective-Signal-Repairer Helper (bus. ser.) 822.684-014

Cell Changer (chem.) 826.684-014
Pot Builder (chem.) 826.684-022

Pin-Game-Machine Inspector (coin mach.) 729.381-014
Supervisor, Cooler Service (coin mach.) 637.131-010

Automatic-Door Mechanic (const.) 829.281-010

Adjuster, Electrical Contacts (elec. equip.) 724.381-010

Appliance Repairer (elec. equip.) 723.584-010
Armature Tester (elec. equip.) I 724.384-010
Repairer, Switchgear (elec. equip.) 729.684-038
Wirer, Cable (elec. equip.) 729.381-022

Production Repairer (electronics) 726.381-014

Hearing-Aid Repairer (inst. & app.) 719.381-014

Battery Maintainer, Large Emergency Storage (light, heat, & power) 820.381-010
Electric-Meter Installer (light, heat, & power) II 821.684-010
Salvage Repairer (light, heat, & power) II 729.384-018
Switch Inspector (light, heat, & power) 952.381-010
Trouble Shooter (light, heat, & power) I 952.364-010

Battery Inspector (loco. & car bldg. & rep., r.r. trans.) 829.684-010

Light Technician (motion pic.; radio & tv broad.) 962.362-014
Motor-Power Connector (motion pic.) 962.684-018
Technical Testing Engineer (motion pic.) 194.381-010

Fare-Register Repairer (motor trans.) 729.384-014

Electrical-Line Splicer (petrol. production) 728.684-014

Toy-Electric-Train Repairer (ret. tr.) 731.684-022

Frame Wirer (tel. & tel.) 822.684-010

05.10.04 Structural-Mechanical-Electrical-Electronic

Airport Attendant (air trans.) 912.364-010
Airport-Maintenance Chief (air trans.) 899.137-010

Air-Conditioning Installer, Domestic (any ind.) 827.464-010
Doll Repairer (any ind.) 731.684-014
Equipment Installer (any ind.) 828.381-010
Evaporative-Cooler Installer (any ind.) 637.381-010
Fire-Extinguisher Repairer (any ind.) 709.384-010
Household-Appliance Installer (any ind.) 827.661-010
Maintenance Repairer, Factory or Mill (any ind.) 899.281-014
Maintenance-Repairer Helper, Factory or Mill (any ind.) 899.684-022
Pinsetter Mechanic, Automatic (any ind.) 638.261-022
Polishing-Wheel Setter (any ind.) 776.684-014
Sports-Equipment Repairer (any ind.) 732.684-122
Swimming-Pool Servicer (any ind.) 891.684-018

House Repairer (const.) 869.381-010
Lock Maintenance Supervisor (const.) 899.131-014
Manager, Camp (const.; logging) 187.167-066

Attendant, Lodging Facilities (hotel & rest.) 329.467-010

Customer Service Representative (light, heat, & power) 959.361-010

Streetcar Repairer (loco. & car bldg. & rep.) 807.381-026

Pipeliner (pipe lines) 899.684-026

Mobile-Home-Lot Utility Worker (ret. tr.) 899.484-010
Used-Car Renovator (ret. tr.) 620.684-034

Parachute Mender (tex. prod., n.e.c.) 789.684-038

Utility Worker, Roller Shop (textile) 628.684-034

05.10.05 Reproduction

Motion-Picture Projectionist (amuse. & rec.; motion pic.) 960.362-010
Photographer, Finish (amuse. & rec.) 143.382-014

Blueprinting-Machine Operator (any ind.) 979.682-014
Photostat Operator (any ind.) 976.382-022
Rectification Printer (any ind.) 976.682-018
Reproduction Technician (any ind.) 976.361-010

Screen Maker, Photographic Process (any ind.) 971.381-042
Silk-Screen Repairer (any ind.) 979.684-038
Supervisor, Blueprinting-and-Photocopy (any ind.) 979.130-010

Microfiche Duplicator (bus. ser.) 976.381-014
Supervisor, Microfilm Duplicating Unit (bus. ser.) 976.131-018

Chief Clerk, Print Shop (clerical) 207.137-010
Duplicating-Machine Operator (clerical) I 207.682-010
Offset-Duplicating-Machine Operator (clerical) 207.682-018

Photographic-Plate Maker (electronics) 714.381-018
Step-and-Repeat Reduction Camera Operator (electronics) 971.382-022

Engraver, Machine (engraving) I 704.682-010
Engraver, Machine (engraving) II 704.582-010
Engraver, Pantograph (engraving) I 704.382-010
Engraver, Pantograph (engraving) II 704.682-014

Camera Operator, Animation (motion pic.) 143.382-010
Camera Operator, Title (motion pic.) 976.382-010
Chief Projectionist (motion pic.) 960.132-010
Density Control Puncher (motion pic.) 976.684-010
Dubbing-Machine Operator (motion pic.; radio & tv broad.) 962.665-010
Film Developer (motion pic.; photofinish.) 976.382-018
Film Laboratory Technician (motion pic.; photofinish.) 976.684-014
Film Printer (motion pic.) 976.682-010
Microphone-Boom Operator (motion pic.; radio & tv broad.) 962.384-010
Recordist (motion pic.) 962.382-010
Recordist, Chief (motion pic.) 962.134-010
Rerecording Mixer (motion pic.; radio & tv broad.) 194.362-014
Sound Mixer (motion pic.; phonograph; radio & tv broad.) 194.262-018

Engraver, Rubber (pen & pencil) 733.381-010

Section-Plotter Operator (petrol. production) 194.382-010

Recording Engineer (phonograph; radio & tv broad.) 194.362-010
Tape Transferrer (phonograph; radio & tv broad.) 194.382-014

Color-Printer Operator (photofinish.) 976.382-014
Developer (photofinish.) 976.681-010
Film Inspector (photofinish.) 976.362-010

Laboratory Chief (photofinish.) 976.131-010
Photograph Finisher (photofinish.) 976.487-010
Photographic Supervisor (photofinish.; print. & pub.) 976.137-010
Printer Operator, Black-and-White (photofinish.) 976.682-014
Print Washer (photofinish.) 976.684-022
Projection Printer (photofinish.) 976.381-018
Quality-Control Technician (photofinish.) 976.267-010
Supervisor, Film Processing (photofinish.) 976.132-010
Supervisor, Quality Control (photofinish.) 976.131-022
Take-Down Sorter (photofinish.) 976.665-010

Blocker, Metal Base (print. & pub.) 974.682-010
Carbon Printer (print. & pub.) 979.684-010
Casting-Machine Operator (print. & pub.; type founding) 654.382-010
Copy Cutter (print. & pub.) 221.167-010
Cylinder Grinder (print. & pub.) 500.381-010
Electrotype Servicer (print. & pub.) 659 462-010
Embosser (print. & pub.) 659.382-010
Engraver (print. & pub.) I 979.381-010
Engraver, Machine (print. & pub.) 979.382-014
Engraving-Press Operator (print. & pub.) 651.382-010
Equipment Monitor, Phototypesetting (print. & pub.) 650.682-010
Galley Stripper (print. & pub.) 973.681-010
Line-Up Examiner (print. & pub.) 979.381-014
Make-Up Arranger (print. & pub.) 973.381-026
Offset-Duplicating-Machine Operator (print. & pub.) 651.682-014
Pantographer (print. & pub.) 979.382-022
Photocomposing-Machine Operator (print. & pub.) 650.582-018
Platen Builder-Up (print. & pub.) 651.384-010
Production Manager, Reproduction (print. & pub.) 652.137-010
Repeat Chief (print. & pub.) 970.361-014
Roller-Print Tender (print. & pub.) 971.685-010
Scanner Operator (print. & pub.) 972.282-010
Steel-Die Printer (print. & pub.) 651.382-030
Tab-Card-Press Operator (print. & pub.) 651.382-034
Transfer Operator (print. & pub.) 651.382-038
Type-Casting Machine Operator (print. & pub.) 654.582-010
Typesetting-Machine Tender (print. & pub.) 650.685-010
Wire-Photo Operator, News (print. & pub.) 239.382-010

Audio Operator (radio & tv broad.) 194.262-010
Telecine Operator (radio & tv broad.) 194.362-018

Screen Maker, Textile (textile) 971.381-046
Supervisor, Screen Making (textile) 971.131-014

05.10.06 Blasting

Blaster (any ind.) 859.261-010

Fireworks Display Specialist (fireworks) 969 664-010

Blaster (mining & quarrying) 931.261-010

Gun-Perforator Loader (petrol. production) 931.384-010
Shooter (petrol. production) 931.361-014
Shooter, Seismograph (petrol. production) 931.361-018

05.10.07 Painting, Dyeing, and Coating.

Painter, Transportation Equipment (aircraft-aerospace mfg., air trans., auto. ser.) 845.381-014
Dyer, Supervisor (any ind.) 582.131-014
Painter, Spray (any ind.) I 741.684-026
Painter, Touch-Up (any ind.) 749.684-038

Painter Apprentice, Automotive (auto. ser.) 845.381-010

Rug Dyer (clean., dye., & press.) II 364.684-010

Floor and Wall Applier, Liquid (const.) 864.684-010
Painter (const.) 840.381-010
Supervisor, Doping (const.) 843.134-010
Supervisor, Painting (const.) 840.131-010
Supervisor, Waterproofing (const.) 843.137-010

Painter Apprentice, Shipyard (ship & boat bldg. & rep.) 840.381-014
Painter, Shipyard (ship & boat bldg. & rep.) 840.381-018
Supervisor, Painting, Shipyard (ship & boat bldg. & rep.) 840.131-014

05.10.08 Food Preparation

Cook (any ind.) 315.361-010

Formula-Room Worker (dairy prod.; medical ser.) 520.487-014

Cook (dom. ser.) 305.281-010

Cook (fish.) 315.381-010

Baker (hotel & rest.) 313.381-010
Baker, Head (hotel & rest.) 313.131-010
Baker, Pizza (hotel & rest.) 313.381-014
Baker, Second (hotel & rest.) 313.361-010
Butcher, Chicken and Fish (hotel & rest.) 316.684-010
Butcher, Meat (hotel & rest.) 316.681-010
Carver (hotel & rest.) 316.661-010
Cook, Barbecue (hotel & rest.) 313.381-022
Cook, Head, School Cafeteria (hotel & rest.) 313.131-018
Cook, Pastry (hotel & rest.) 313.381-026
Cook, School Cafeteria (hotel & rest.) 313.381-030
Cook, Short Order (hotel & rest.) I 313.361-022
Cook, Short Order (hotel & rest.) II 313.671-010
Cook, Specialty (hotel & rest.) 313.361-026
Cook, Specialty, Foreign Food (hotel & rest.) 313.361-030
Garde Manger (hotel & rest.) 313.361-034
Ice-Cream Chef (hotel & rest.) 313.381-034
Kitchen Supervisor (hotel & rest.) 310.137-014
Pantry Goods Maker (hotel & rest.) 317.684-014
Pastry Chef (hotel & rest.) 313.131-022
Pie Maker (hotel & rest.) 313.361-038
Supervisor, Kosher Dietary Service (hotel & rest.) 319.137-026

Cook, Pastry, Psychiatric Hospital (medical ser.) 315.361-014
Cook, Psychiatric Hospital (medical ser.) 315.361-018

Meat Cutter (ret. tr.; whole. tr.) 316.684-018
Meat-Cutter Apprentice (ret. tr.; whole. tr.) 316.684-022
Tobacco Blender (ret. tr.) 790.381-010

Cook, Railroad (r.r. trans.) 315.381-018

Cook, Chief (water trans.) 315.131-010
Cook, Larder (water trans.) 315.381-014
Cook, Mess (water trans.) 315.371-010
Cook, Station (water trans.) 315.361-022

Cook, Third (water trans.) 315.381-022
Pastry Chef (water trans.) 315.131-014
Salad Maker (water trans.) 317.384-010
Second Cook and Baker (water trans.) 315.381-026

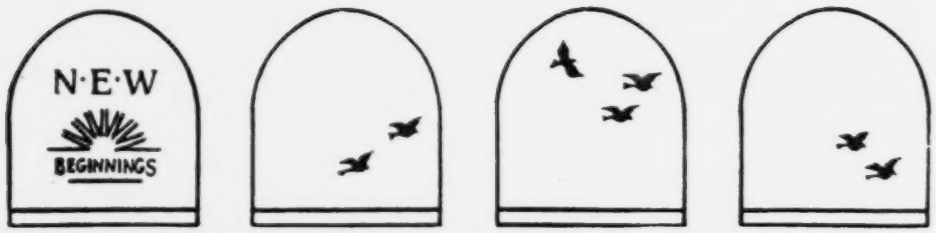
Perishable-Fruit Inspector (whole. tr.) 910.387-010

05.10.09 **Environmental**

Exterminator (any ind.) 389.684-010

Exterminator, Termite (bus. ser.) 383.364-010
Fumigator (bus. ser.) 383.361-010
Supervisor, Extermination (bus. ser.) 389.134-010

NAME OF PARTICIPANT (LAST NAME FIRST)	SOCIAL SECURITY NUMBER	PERSONAL DATA						SERVICES							PLACEMENT						FOLLOW-UP/COMMENTS
		AGE	TARGET GRP. S.P./H or S.P	MINORITY B/H/A/I	HANDICAPPED	FEMALE	MALE	ASSESSMENT	PERSONAL COUNSELING	VOCATIONAL COUNSELING	JOB SEARCH TRAINING	SKILLS TRAINING	JOB CLUB	ABE/AGE/GED	JOB DEVELOPMENT	JOB PLACEMENT	TRADITIONAL	NON-TRADITIONAL	FULL TIME	HOURLY WAGE	



Opportunities for a Lifetime

SPRING 1987

PARTICIPANT - SPOTLIGHT

A REAL LIVE WIRE

We at New Beginnings are very proud of Connie Humphrey. Connie came to us less than a year ago lacking self-confidence and needing vocational counseling..... She took the General Aptitude Test Battery during one of our workshops, and discovered that she had a high interest and aptitude in applying mechanical principles to practical situations.

Connie, being a divorced single parent trying to support herself and her four year old daughter, needed a better paying job with more suitable hours than her part-time convenience store position afforded her.

After exploring her options, Connie decided she wanted to enroll in a short-term electrical training course at Traviss Vocational Center operated by the Polk County Builders Association under a contract with the Heartland Private Industry Council.

The class start-up date was only four months away and Connie needed to have a high school diploma in her hand before she would be accepted in the electrical program she had chosen. She enrolled immediately in a GED preparation class at North Central Adult School and earned her diploma in less than 2 1/2 months. She started her electrical classes in July and went to work as an electrician's helper upon completion of her training in mid September.

Connie now serves on the New Beginnings Advisory Board and has been attending night school at Traviss Vocational Center to upgrade her electrical skills. We are extremely proud of all that Connie has accomplished and expect her to go far in her career field.

ALUMNI ASSOCIATION - NEW BEGINNINGS

Several former participants of the New Beginnings Program have expressed an interest in forming an Alumni Association that would fill a need for continued peer support and personal growth. This would not be another singles social club, but a gathering together of persons wanting to stay on course with their goals and to live up to their full human potential.

An organizational meeting will be planned and held if enough interest is indicated. Please call any of the following key people to express your thoughts. They are willing to help pull things together if you share their hope of, "Keeping in Touch".

1. Kandi Wiles-Nov. night class #299-6515
2. Shirley Bustman-Oct. day class #646-0683
3. Connie Thomas-Dec. day class #293-7599
4. Sharon Thomas-March day class #646-5358

******

JOB SEEKERS CLUB

Job Seekers Club, a group established to assist both unemployed and underemployed, meets the second Monday of every month from 7 - 9 PM in Portable #7, Polk Community College, Winter Haven Campus.

Job Seekers is sponsored by Polk Community College, Job Service of Florida and New Beginnings. The aim of the group is to assist residents to find a new vocation, and will cover such topics as:

1. Occupational guidance.
2. Where and how to look for work.
3. How to fill out an application, and
4. How to write a resume'.

Re-ASSESS / Re-DISCOVER / Re-DIRECT / Re-START

By: HELEN ANSAO

NEW BEGINNINGS NEEDS VOLUNTEERS

Can you spare two hours a month or more? New Beginnings needs additional volunteers to answer the phone, talk to clients, do some typing, filing, or xeroxing, and to assist clients through the intake process. Sharing your special skills will not only mean a lot to staff and participants, but will most certainly enrich your own life. Helping others through difficult times provides such a tremendous feeling of satisfaction and self-worth.

HELP yourself and others today. Call #665-3002 and add your name to the list of available volunteers. Scheduled interviews and training sessions will take place in the near future.

VOLUNTEERS DO A GREAT JOB

New Beginnings volunteers organized and operated the food concession stand at KONN'S World's Largest Garage Sale at Tigertown in Lakeland. Both staff and program participants gave of their time and energy to benefit the New Beginnings Program. Despite the cold, miserable, rainy weather nearly $400. was raised to be used for equipment, materials, and support services.

A GREAT BIG "THANKS" TO ALL.

PARTY TIME !

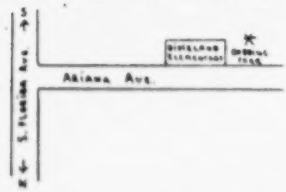
Y'LL COME.....

Mark your calender! Get out the shorts, halters, and sun tan oil! All former and current New Beginnings' participants are invited to a Picnic sponsored by program volunteers. Sloppy joes, hot dogs, lemonade, cups and napkins will be furnished. If those attending will bring their own plates, silverware, and a little dessert or salad, the menu will be complete.

This will be a good time to get together to discuss joining the volunteer group and/or organizing an alumni association.

TIME: SAT. MAY 16, 11 A.M. - 2 P.M.
PLACE: DOBBINS PARK, LAKELAND
DIRECTIONS: TAKE SO. FLORIDA AVE. TO ARIANA, GO WEST ON ARIANA TO DIXIELAND SCHOOL. PARK IS NEXT TO SCHOOL.

SEE YOU THERE.....



CLERICAL UPDATE CLASS AT NORTH CENTRAL ADULT SCHOOL

To accomodate the many New Beginnings participants who seek a refresher course in clerical skills as the quickest means of entering the job market, the Polk County School Board and the Heartland Private Industry Council are sponsoring a clerical update class at North Central Adult School in Auburndale. The curriculum is especially designed for those who at sometime in the past have had clerical training or experience and now need to brush-up on those old skills.

Classes include practice on the latest electronic typewriters, word processors, and computer terminals. Lessons also cover office procedures, accounting, and payroll practices. The course lasts for 12 weeks and runs Monday thru Friday 8:30 AM till 3:30 PM. There is no charge to single parents and displaced homemakers enrolled in the New Beginnings Program. Job placement service is provided upon completion of training. Child care and transportation assistance is available on a restricted basis.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

SEMINAR .....

New Beginnings hosts PCC's Family Focus Involving Women's Series. May topic is Mammocare, a subject which concerns all women.

Held at the Success Center, 1833 No. Crystal Lake Drive, Lakeland from 7-9 PM on Thursday, May 21st. Our speaker will be Jewell Geiger from the Watson Clinic Breast Center.

Subjects covered will be:

1. Breast Exam.
2. Reconstructive Surgery, is it for you?
3. After care.
4. Tips for you and those close to you on learning to accept and feel good about yourself.

For additional information, please call, #297-1021.

New Beginnings classes start the first Monday of each month and are free .... Help is offered to those who have lost their source of emotional and economic support, and lack confidence and direction for return to work or school.

N·E·W
BEGINNINGS

1833 N. Crystal Lake Dr
Lakeland, Florida 33801
Phone: (813) 665-3002

AN EQUAL OPPORTUNITY
EQUAL ACCESS INSTITUTION

Nonprofit Org.
U.S. Postage
PAID
Permit No. 220
Winter Haven, FL

New Beginnings Advisory Committee Membership 1986-87

Gwen Azama
Regional Manager
Job Service of Florida

Susie Bromwell
League of Women Voters
Polk County

David Cooney
Career Center Director
Polk Community College

Carol Dempsey
Area Coordinator
Heartland Private Industry Council

Martha Franklin
Membership Chairman
Bay Area Womens Consortium

Don Woods
Director, Alternative Education
Polk County School Board

Rosalie Gasson
Director of Children's Services
Peace River Center for Personal Development

Bill Herschig
ACSW Clinic Director
Tri-County Addictions Rehabilitation Service

Connie Humphrey
Program Participant
Non-Traditional Occupation

John Quinlisk
Emp. Specialist II
WIN Program

Charles Willingham
Program Planner
Polk County Opportunity Council

Marlene Duffy Young
Director
Springlake Retirement Center

N·E·W BEGINNINGS

Opportunities for a Lifetime

1833 N. Crystal Lake Dr.
Lakeland, Florida 33801
Phone: (813) 665-3002

Letter to Local Agencies

and Service Clubs

Dear:

Are you aware that there is an exciting program co-sponsored by Polk Community College and the Polk County School Board that offers needed services to people in transition?

"New Beginnings" is a model program for the state of Florida that offers coordinated services for those facing life style changes so that they can become emotionally and economically self-sufficient. Single parents, widows, those facing separation or divorce are able to get needed support and assistance in the areas of life management skills, motivation and confidence building, interest inventories, education, career and employment search, peer support and referral information. There is no charge for these services.

Daily classes are offered each month, evening sessions and special seminars are scheduled throughout the year, and a Job Seekers Club meets regularly to aid clients in job placement.

We would like to share this important information with you and the members of your club. Someone from the Speaker's Bureau of New Beginnings is available to present a 15-20 minute program at one of your meetings. If you are interested in requesting our program, or if you would like further information about New Beginnings, please call Laura at #665-3002.

The New Beginnings office is located at Polk Community College Success Center at 1833 North Crystal Lake Drive in Lakeland, yet the services are offered countywide.

We hope to hear from you.

Sincerely,

Marlene Duffy Young
Chairman Advisory Board
New Beginnings

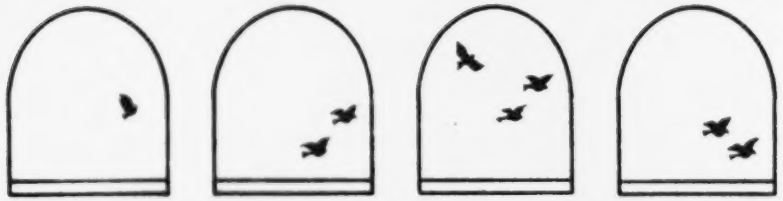
Trudy Horigan
Program Specialist

Dee Williams
Program Specialist

POLK COMMUNITY COLLEGE

POLK COUNTY SCHOOL BOARD

EQUAL OPPORTUNITY/EQUAL ACCESS INSTITUTION



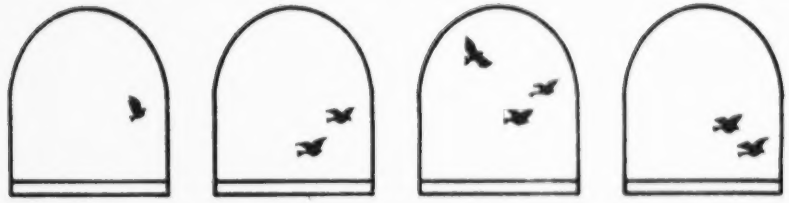
Opportunities for a Lifetime

N·E·W
BEGINNINGS

1844 N. Crystal Lake Dr.
Lakeland, Florida 33801
Phone: (813) 665-5002

POLK COMMUNITY COLLEGE

POLK COUNTY SCHOOL BOARD



Opportunities for a Lifetime

N·E·W
BEGINNINGS

Opportunities for Success

Are you ready to consider making positive life changes?

Are you a single parent who has custody or joint custody of a minor child or children?

Are you a homemaker who because of divorce, separation, death or disability of a spouse is alone now, after years of marriage?

Do you feel unprepared to compete in today's job market?

If you answered YES to any of these questions, the New Beginnings program could be your answer.

The New Beginnings Program

If you are in transition and want a caring, positive environment in which to discover your full potential and become more self-sufficient, the New Beginnings program is for you. The New Beginnings program consists of a combination of formal classes and counseling sessions designed to help you examine your inner resources, take control of your life and make a new start.

Our goal is to provide opportunities to help you succeed in four important areas:

Re-Assessment

You will review your personal needs and set realistic goals for your future. Examine what motivates you to succeed, your personal health/lifestyle and your financial status. Determine your needs and clarify values.

Re-Discovery

You will uncover the skills and abilities that you possess. Needed information, resources, educational programs and job training will be looked at, as well as a look at non-traditional careers.

Re-Direction

You will feel better about yourself, make positive decisions and manage both your time and money better. You will learn to communicate assertively.

We will help you choose a career that is right for you and map out a plan to help you get there. The skills and techniques of job seeking, resume writing and interviewing for jobs will be learned.

Re-Start

You will have the opportunity to seek employment through job clubs and participate in peer-support groups. By enrolling in a vocational job training program and attending classes at your local community college, you will gain a brand new outlook on life.

Who's Eligible?

All individuals who are experiencing a life transition are welcome to participate. Primary services are offered for displaced homemakers, single parents or individuals searching for new vocational options.

Who Are We?

Polk Community College and the Polk County School Board have joined in a collaborative effort to provide services to all clients in need.

Funding for this program is provided through grants from HRS and Vocational Education funding. Private donations to the foundation are welcome.

Location

The New Beginnings program is located in East Lakeland off Hwy. 98. The Success Center provides the building space for the New Beginnings program. The Center provides an environment to assist the client through individual counseling, group support and formal classes.

Offering a place for individuals in transition to meet, the Center provides you the opportunity to share your problems, receive assistance in refocusing your life, as well as re-energizing your mind.

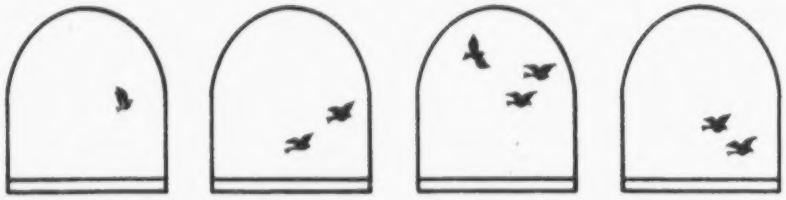
How To Start

Call Or Visit Us At:

N·E·W BEGINNINGS

1833 N. Crystal Lake Drive
Lakeland, FL

665-3002



Opportunities for a Lifetime

N·E·W
BEGINNINGS

If you are alone now after years of marriage, a single parent, an individual who is in the midst of transition or an individual searching for job options – the New Beginnings Program may provide your answers.

A free service which offers caring support, counseling services, formal life skill classes and job explorations is available to you

For more information contact our program specialist at:

NEW BEGINNINGS
1833 N. Crystal Lake Dr.
Lakeland, Florida 33801

665-3002

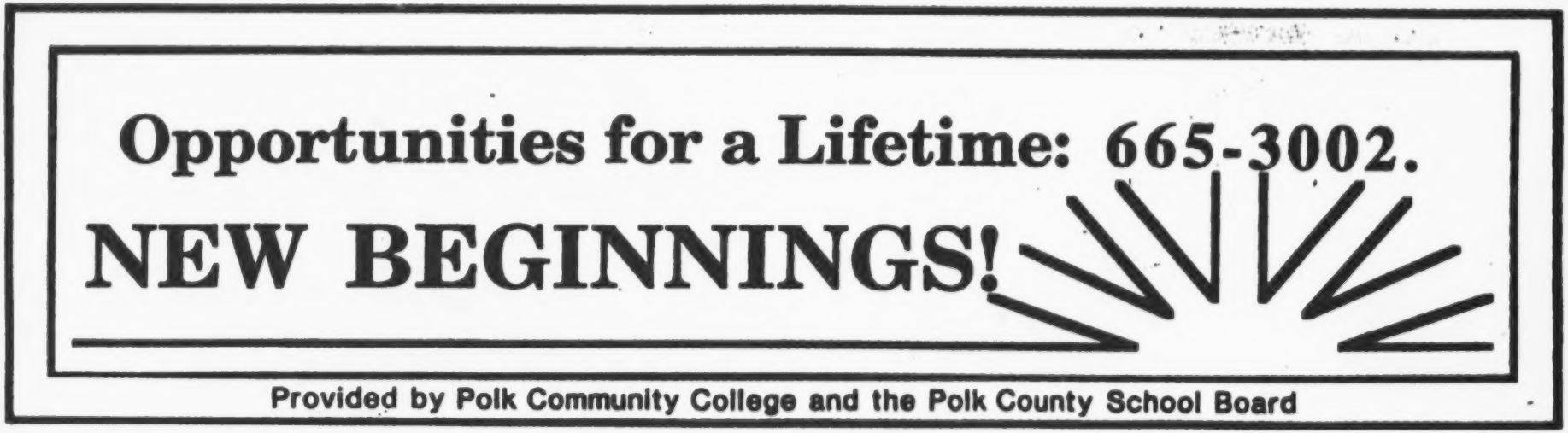
Re-ASSESS / Re-DISCOVER / Re-DIRECT / Re-START

AN EQUAL OPPORTUNITY, EQUAL ACCESS INSTITUTION

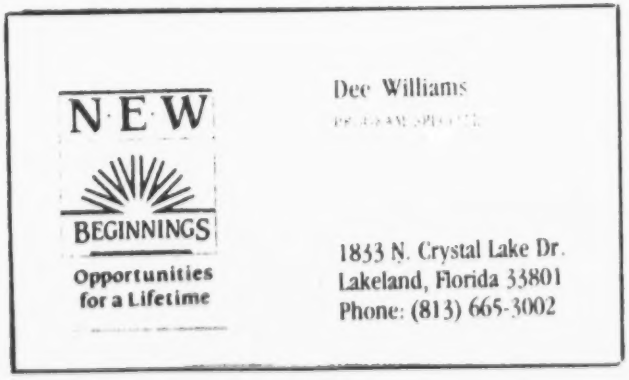
NEW BEGINNINGS 665-3002

11" x 17"
Poster

BUMPER STICKER



BUSINESS CARD



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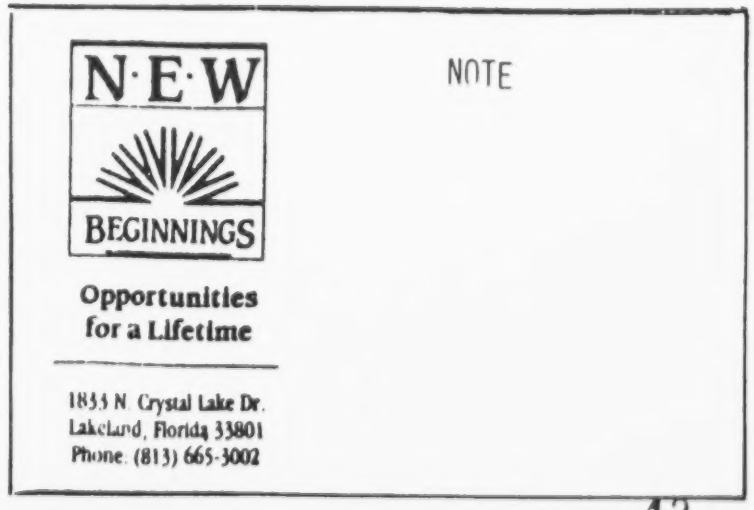
NOTE PAD



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APPENDIX J

APMB3910 MONTH ENDED 06/30/87 THE SCHOOL BOARD OF POLK COUNTY FLORIDA 07/08/87 17.37.12 PAGE 45
UNENCUMBERED BALANCE REPORT OF PROJECTS
SPECIAL REVENUE FUND

ACCOUNT NAME	ASN	ACCT NO	OUTSTANDING ENCUMBRANCES	CURRENT MO. EXPENDITURES	EXPENDITURES TO DAT	BUDGET	UNENCUMBERED BALANCE	BUDGET MEMO
PROJECT NO. 23405 SERVICE PARENT/HOMEMAKER								
SALARIES	9923	5010.00	.00	2,784.91	[illegible]	[illegible]	[illegible]	.00
RETIREMENT	9924	5021.00	.00	156.63	[illegible]	[illegible]	500.31	.00
SOCIAL SECURITY	9925	5022.00	.00	412.47	[illegible]	[illegible]	156.19	.00
GROUP INSURANCE	9926	5023.00	.00	.00	[illegible]	237.00	27.61-	.00
WORKERS COMPENSATION INSURANCE	9927	5023.01	.00	.00	[illegible]	[illegible]	20.93	.00
CONTR SERVICES	9453	5031.00	.00	336.00	337.00	[illegible]	[illegible]	.00
TRAVEL	9454	5031.00	.00	345.25	[illegible]	[illegible]	[illegible]	[illegible]
CLASSROOM SUPPLIES	9382	5051.00	.00	622.09	2,716.97	5,669.00	2,152.73	[illegible]
A V MATERIALS	9455	5062.00	.00	425.00	2,432.61	[illegible]	[illegible]	[illegible]
FIRST AID	9456	6151.00	.00	.00	20.88	33.00	8.12	.00
INDIRECT COST	9984	7279.00	.00	167.31	1,202.37	2,367.00	1,134.63	.00
POSTAGE	9457	7337.00	.00	.00	334.86	800.00	.14	.00
PRINTING	9458	7337.00	.00	2,342.40	[illegible]	[illegible]	616.48	400.00-
SUPPLIES	9459	7351.00	.00	50.00	368.15	400.00	31.85	.00
EQUIPMENT - DRIV	9583	7364.00	.00	473.23	2,077.04	.00	2,077.04-	2,[illegible].00
TELEPHONE	9460	7937.00	.00	1,800.00	1,800.00	1,800.00	.00	.00
* PROJECT 23405 TOTALS			.00	13,550.68	39,419.64	43,907.00	4,487.32	2,[illegible].00

SUBJECT TO FINAL YEAR-END ADJUSTMENTS AUG. 15, 1987.

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